

KYDOIForm 8304 ☐ Retake ☐ No-Show
Rev 7/2002**Department Of Insurance
AGENT LICENSING DIVISION**P.O. Box 517
Frankfort, Kentucky 40602-0517
Phone 502-564-6004
www.doi.state.ky.us**For Department Use Only**

Amt. Recv'd _____

Date Recv'd _____

Check No: _____

Recorded By: _____

EXAMINATION RETAKE FORM

Soc. Security Number	Telephone Number		Date	
Last Name Include JR./SR. etc	First Name		Middle Name	
Mailing Address	P.O. Box	City	State	Zip Code

IF YOU FAILED AN EXAM – Receipt of this retake form means that you are probably eligible to retake the failed exam(s) as indicated on your copy of the EXAMINATION RESULTS. Please be aware that the expiration date of application as shown on your original notice will always be the same until your application becomes invalid 120 days from the date it was received by the Department of Insurance.

IF YOU DID NOT SHOW UP TO TAKE A SCHEDULED EXAM – KRS 304.9-160(4) requires you to reapply for the exam and pay all of the required fees, again, if you fail to appear for the exam as scheduled.

IN EITHER CASE, THE RETAKE FEE IS \$50 PER EXAMINATION. Attach your check or money order (payable to the Kentucky State Treasurer) in the amount of \$ _____ to cover the retake cost for the following exam(s). This Examination Retake Form and your check or money order should be mailed to the address indicated above.

<input type="checkbox"/> Life	<input type="checkbox"/> Adjuster	<input type="checkbox"/> Limited Line Surety
<input type="checkbox"/> Health	<input type="checkbox"/> Viatical Broker	<input type="checkbox"/> Limited Line Travel
<input type="checkbox"/> Property	<input type="checkbox"/> Consultant (Life / Health)	<input type="checkbox"/> Limited Line Crop Hail
<input type="checkbox"/> Casualty	<input type="checkbox"/> Consultant (Property / Casualty)	
<input type="checkbox"/> Personal Lines		

EXAMINATION LOCATIONS

Only the Frankfort location tests Monday through Friday. Contact the Agent Licensing Division at (502) 564-6004 for the regional test site nearest you or visit our Website for a list of regional sites, locations, dates, and times. Requests for testing at a regional test site must be made at least 2 weeks prior to the examination date and must be scheduled through Agent Licensing.

After you submit this Examination Retake Form, please contact the Agent Licensing Division at (502) 564-6004 after 48-hours to set up an appointment for the exam(s). **WALK-INS WILL NOT BE ALLOWED TO TEST WITHOUT A SCHEDULED APPOINTMENT.**

DO NOT SUBMIT THIS FORM IF YOUR EXPIRATION DATE HAS PASSED OR WILL PASS PRIOR TO DOI PROCESSING THIS FORM, OR YOU HAVE FAILED ONE EXAM THREE (3) TIMES WITHIN THE ALLOTTED 120-DAY TIME PERIOD.

NOTE: If you have a loan in **DEFAULT** with the Kentucky Higher Education Assistance Authority (KHEAA): Contact Debt Recovery Division at 1-800-928-4211. You will be allowed to schedule and take an examination, however, you **WILL NOT** be issued a license until debt resolution.